



Family Court Administrator

Details

Job ID : 475

Title : Family Court Administrator

Job Code : 2601

Salary : \$2,259.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Family Court

Purpose

Responsible for providing administrative assistance to the Family Court Judges.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- None

Job Skills/Abilities

- Computer skill
- Excellent written and oral communication skill
- Ability to maintain professional relationships with co-workers, Court of Justice officials and staff, and the public

Job Preferred Knowledge

- Family Court operations and procedures.

Job Duties

- Monitor case flow to assure efficient processing
- Make recommendation for improvement of case flow management
- Compile statistical reports
- Assists with recruitment, selection and training of court personnel
- Acts as liaison with the public
- May assist with Family Court Council
- Other duties as assigned